# IT Development Project Independent Verification and Validation

## Standard ID
IOT-CS-OPS-006

## Published Date
12/1/2016

## Effective Date
1/2/2017

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2/3/2017

## Next Review Date
2/3/2018

## Policy
23.0 Operational Policies
       23.5 Other Policies
              23.5.1 Other Policies

## Purpose
Define the requirements governing the use of Independent Verification and Validation for IT development projects. The goal of the Independent Verification and Validation is to identify project risks and issues and to provide risk mitigation and issue resolution recommendations as early in the project as possible and throughout the project to minimize the impact to budget and schedule.

## Scope
IOT Supported Entities

## Statement
For the purpose of this Standard, Information Technology (IT) Development work and associated costs include, but are not limited to, IT software, development, configuration, and services.

All new State of Indiana (SOI) IT Development projects shall be subject to this Standard.

All SOI projects with Information Technology (IT) Development work/costs shall be evaluated during the Project Initiating Phase using project information captured from the:

- Project Request process; either during the Call for Procurement or on the Project Success Center's Project Request Form.
- Project Success Center's Project Classification Assessment.
- Initial project requirements gathering sessions.

IT Development Projects that meet any of the following criteria shall require Independent Verification and Validation (IV&V) and shall adhere to this Standard:

- The project is classified as a "Large IT Development Project" in adherence to the Large IT Development Project Reporting/Review Standard (IOT-CS-OPS-003).
- The project is a component of a larger SOI Program or Portfolio that already has IV&V requirements.
- The Governor, Agency Sponsor, IOT Chief Information Officer, IOT Chief Administrative Officer, or IOT Chief Operating Officer requests IV&V for additional oversight of the project.

IOT approved, standard IV&V processes and forms shall be used to identify and document IV&V requirements and scope, request RFP, evaluate proposals, and select and engage the IV&V team.

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The IV&V team shall evaluate project activities and deliverables against best practices, document and report findings, and provide recommendations based on experience and expertise.

A Project Manager from the Indiana Office of Technology (IOT) Project Success Center (PSC) shall participate in "Project Assurance" for all projects that require IV&V and at a capacity of no less than 5% that shall be billable to the project at the Consulting/Implementation Services rate as documented by the PSC. The PSC Project Manager shall:

- Create and maintain a high-level project schedule and create a monthly project status report in the IOT PSC's Microsoft Project Online.
- Attend the appropriate project meetings to acquire and maintain high-level understanding of the project activities, associated status, and timeline.
- Make recommendations based on Project Management best practices.
- Act as a conduit between the project team, IOT technical staff, and IOT leadership to enhance communications and to expedite the escalation of risks/issues and the removal of barriers as needed.

The IV&V team shall generate reports using a format created and made available by IOT to enhance report quality and to simplify the review and analysis spanning multiple reports for multiple projects by multiple teams.

The IV&V team shall adhere to the IV&V reporting and review timelines identified by IOT as follows:

- Greater than 3 months from the forecasted project end date:
    o IV&V status report evaluation period shall be monthly from 1st day to last day of the month and the final version of the IV&V status report shall be distributed by the 10th day of the following month.
    o IV&V project review period shall be quarterly from 1st day to last day of the quarter and a project review session shall be scheduled as requested by IOT in conjunction with the corresponding Large IT Development Project Reporting/Review Standard (IOT-CS-OPS-003).
- Less than or equal to 3 months from the forecasted project end date:
    o IV&V status report evaluation period shall be twice monthly on 15th and last day of the month and the final version of the IV&V status report shall be distributed by 5th business day after the evaluation period.
    o IV&V project review period shall be variable and intervals shall be based on specific requests by IOT.

The IV&V team shall distribute a:

- Draft version of the IV&V status reports to the key project stakeholders and to members of IOT as requested.
- Final version of the IV&V status reports to the:
    o Key project stakeholders
    o Agency Project Sponsor
    o IOT Chief Administrative Officer
    o IOT PSC Director
    o IOT PSC Project Manager assigned to the project

The State CIO shall approve all waivers to the IT Development Project Independent Validation and Verification policy.

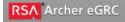## Roles
Project Management/Sponsor Personnel

## Responsibilities
The IV&V team shall adhere to the reporting requirements in this Standard. Agency and project team members shall include the IV&V team resources in the appropriate meetings, answer questions, and provide report feedback in a timely manner to help drive project understanding and requirement adherence. IOT shall monitor compliance, review/analyze reports, maintain a high level project schedule, generate project status reports, and provide guidance and remove barriers when applicable

## Management Commitment
Management shall ensure that the appropriate internal and vendor personnel are aware of the requirements related to this IT Development Independent Verification and Validation Standard.

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## Coordination Among Organizational Entities

Agency and key project stakeholders shall coordinate with IOT to help keep IV&V reporting consistent, accurate and timely per the requirements in this Standard.

## Compliance

Agency shall monitor IV&V reporting content and timeliness to ensure the IV&V team is adhering to requirements.

## Exceptions

Exceptions will be handled on a case by case basis through the State CIO.

## Associated Documents

IVV Change Order Form - Milestone
IVV Change Order Form - Time and Material
IVV Change Order Process Diagram
IVV Selection Justification Form
IVV Vendor Engagement Process Diagram
IVV Vendor Procurement Process Diagram
IVV Work Order Form - Milestone
IVV Work Order Form - Time and Material
IVV Work Requirements Form